



## PIRTON HILL PRIMARY SCHOOL

### JOB DESCRIPTION

**TITLE:** Cleaning Operative

**SCHOOL:** Pirton Hill Primary School

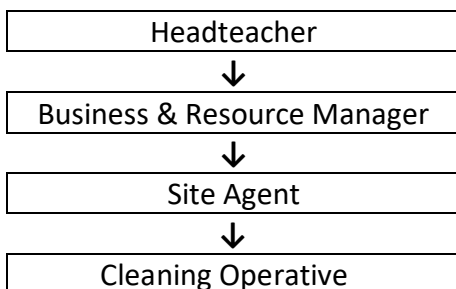
**POST NUMBER:** PH14

**RESPONSIBLE TO:** Business & Resource Manager

**GRADE:** L1

**PURPOSE OF POST:** To maintain a specified standard of cleanliness in the school premises.

**ORGANISATION CHART:**



**PRINCIPAL RESPONSIBILITIES:**

		%
1.	Carry out a range of cleaning operations to prescribed standards as instructed by the Site Agent/Premises Manager or other authorised persons.	80
2.	Use professional cleaning materials and industrial machinery in a safe and economical manner and wear appropriate protective clothing as supplied.	10
3.	Clear and remove rubbish and other items from areas within the cleaning contract.	2
4.	Report to Premises Manager, or Site Agent, issues that are likely to affect the work of a cleaning operative.	3
5.	Ensure that hand tools and equipment are in good working condition and that storage lockers and cupboards of Cleaning Operatives are clean and tidy.	2
6.	Ensure the security of areas at the completion of cleaning duties.	3

---

#### JOB DESCRIPTION

**Accepted by:** \_\_\_\_\_ **(signature)**      **Name:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**DIMENSIONS:**

**Supervisory Management:** None  
**Financial Resources:** None  
**Physical Resources:** Cleaning equipment, protective clothing, industrial chemicals.  
**Other:** N/A

**CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

**Physical Effort:**

Duties will require the use of physical effort on a daily basis:

- lifting Mop Bucket to fill and empty,
- use of a vacuum cleaner, with some stair work involved,
- occasional bending, stretching and awkward positions required bi-annually during periods of Deep Cleaning.
- rotary and other cleaning machines will be used on a minimum of a weekly basis.

**Working Environment:**

Conditions may be dusty and warm.

Sanitary Areas which are open for public use could suffer from user misuse and this can lead to unpleasant conditions.

Physical contact with unpleasant substances. E.g. Body Fluids, Faeces.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

---

**JOB DESCRIPTION**

**Accepted by:** \_\_\_\_\_ (signature)      **Name:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_      **Date:** \_\_\_\_\_



Attributes	Essential	How Measured	Desirable	How Measured
<b>Specialist Knowledge</b>			BICSc Cleaning Operatives Proficiency Certificate in 40+ Tasks	4
<b>Education and Training</b>	Willing to be trained in cleaning tasks as required.	1,2		
<b>Other Requirements</b>	Able to lift and carry heaving cleaning equipment, furniture, rubbish.	1,2		
	Wear personal protective equipment as supplied.	1,2		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2018)

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

---

**JOB DESCRIPTION**

Accepted by: \_\_\_\_\_ (signature)      Name: \_\_\_\_\_

Headteacher: \_\_\_\_\_      Date: \_\_\_\_\_